ALCOHOLIC BEVERAGE ACTIVITY FORM

Name of Person Making the Request (Print)				
Texas State ID# (if applicable)	Date Form Submitte	ed		
E-mail	Phone			
Address				
Name of Faculty, Staff, Chartered or Registered S or Vice-President Sponsoring the Event (Print): _	Student Organization, I	Department, College	, Division,	
E-mail	Phone			
Type of event: Office/Department/Division, Chartered/Registered Student Organization, or				
Other				
The event is: \Box invitation only, \Box open to the uni	versity community, or	□ open to the publi	c	
Cost of attendance to the event: \Box free or \Box \$				
Type of alcoholic beverages to be made available				
Anticipated cost of alcohol purchases				
Type of non-alcoholic beverages and food to be m	nade available			
Description of Event				
Date of Event	Time	AM/PM to	AM/PM	
Building Location (Approved Special Use Facility	<u>y</u>)	Room		
Anticipated Attendance				

Will the majority of those attending be at least 21 years of age \Box Yes \Box No

The undersigned, in connection with the application to reserve a facility for the event described, certifies that (1) such function will not be restricted on the basis of color, age, disability, veterans' status, sexual orientation, gender identity, and gender expression, race, religion, sex or national origin (see <u>UPPS No.</u> <u>04.04.46</u>, Section 01.01), (2) such function will normally be restricted to university-related groups, (3) appropriate persons will be present at the function to ensure the proper use of the facility, (4) such function and use of the facility will not violate any law of the state or rule or regulation of the university.

Furthermore the undersigned agrees to reimburse the university for any loss, damage, or expense incurred by the university as a result of the undersigned's use of the facility, and is aware the university will not assume any liability for property damage or personal injury, including death, that may result from or during the undersigned's use of the facility. Beverage servers must be present at all events in which alcohol is served and must be seller or server trained through a certified TABC school and possess a current and valid certification to dispense alcohol. University police officers must be present unless an exception is granted by the university.

Name of Person Making the Request (Signature)	
Name of Person Sponsoring the Request (Signature)	
Print	
Signature of UPD Chief of Police/Designee	
Print	
Number of Officers Assigned	
Signature of Facility Manager/Designee	
Print	Date
Signature of Representative of Caterer	
PrintDate	
Signature of Vice President/Designee	
Print	Date
Signature of Vice President/Designee for Finance an purchase in excess of \$1,000)	
Print	Date

Contact information: Office of the Vice President for Finance and Support Services at 512.245.2244.